

Office of the State Public Defender  
JustWare Database  
Overview of Data Collection Fields

**Mandatory**

Requested if information is available

**Optional**

Presently under development

OPD not using these fields

**NAME INFORMATION**

**Name**

**Name Type**

Each person affecting the system, entered into JW, must be identified as a 'type' in the database  
Client  
Contract Attorney  
Public Defender  
Etc.

**Date of Birth**

**Race**

**Gender**

**Misc**

Height/Weight/Eye

**Social Security #**

Last four digits only

**Initials**

Used for DI, DJ and DN cases for confidentiality

**Inmate #**

Incarceration related

**Attributes**

OPD defined 'attributes' to capture at either the client name or case level

**In Custody**

Committed

Gang Affiliation

Meth Usage

Weapons Involved

The screenshot displays the JustWare Defender application window. The main form is titled 'New Name Basic' and contains fields for personal information: Last Name (Law), First Name (Sandra), Middle Name (Townsend), Prefix, and Suffix. Below these are fields for Name Type (Client), DOB (07/21/1953), Age, DL State, DL Class (Suspended or Revo), and Driver's License Number (MT1234). Further down are fields for Race (White), Gender (Female), Height (5'5"), Weight (lbs), Hair Color (Maroon or Unnatural Red), and Eye Color (Blue). Social Security Number and Inmate Number fields are present, with a note for the Social Security Number: 'We do not use this except for last 4 digits'. Initials and FBI Number fields are also included. A 'Numbers' section shows a list of attributes with a dropdown menu open, displaying options: Committed, Contact, Deceased, Developmentally Disabled, Discovery, Gang Affiliation, In Custody, and Indian Child Welfare Act. The bottom section is titled 'Primary Relationships' and includes fields for 'The Name Above Is', 'To This Person', and 'Created By'.

## CASE INFORMATION

<b>Case Type</b>	DC DN TK Etc.
<b>Status</b>	Open - variations thereof Closed - variations thereof Inactive - variations thereof
<b>Receive Date</b>	Date the case comes into office
<b>Open Date</b>	Date the case is opened into JustWare
<b>Agency Added By</b>	Defined by opening office Bozeman Regional Great Falls Public Defender Etc.
<b>Agency Type</b>	The 'team' of involved persons w/ a minimum of 3 mandatory agencies involved in each case <b>Defense</b> <b>Court</b> <b>Prosecutor</b>
<b>Attributes</b>	OPD defined 'attributes' to capture at either the client name or case level <b>In Custody</b> Committed Gang Affiliation Meth Usage Weapons Involved
<b>Attribute value</b>	Provides for notes to attach to attributes defined.

The screenshot displays the JustWare Defender application window. The title bar reads "JustWare | Defender". The menu bar includes "File", "Reports", "Search", "Tools", "Views", and "Help". The "Quick Search" bar shows "9-21950". The main header area displays case information: "TK - Lower Court Ticket", "OPEN - FTE", "9/27/2009 12:00:00 AM", "Case ID: 9-21950", "Court: TK-09-000XX", and "Henry, Heidi A. - CM5642 ~ Failure to Use Seatbelt". Below this, a form contains fields for "Case Type\*" (TK - Lower Court Ticket), "Status\*" (OPEN - FTE), "Status Date\*" (9/27/2009 12:00 AM), "Received Date\*" (9/27/2009), and "Agency Added By\*" (Bozeman Public Defender's Office). The "Agencies" tab is active, showing a table with columns: Agency Type\*, Agency\*, Number, Lead\*, and Active\*. The table lists four agencies: Court (Bozeman Municipal Court, TK-09-000XX, checked), Defense (Bozeman Public Defender, checked), Prosecutor (Bozeman City Attorney's Office, checked), and Law Enforcement (Bozeman Police Department, checked). The "Attributes\*" tab is also visible, showing a table with columns: Case Attribute\*, Value, Case Attribute Code, Created By, and Created On. One attribute is listed: "Other Drugs" with the value "Client was consummin over counter".

Agency Type*	Agency*	Number	Lead*	Active
Court	Bozeman Municipal Court	TK-09-000XX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Defense	Bozeman Public Defender	this is a test case	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prosecutor	Bozeman City Attorney's Office		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Law Enforcement	Bozeman Police Department		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Case Attribute*	Value	Case Attribute Code	Created By	Created On
Other Drugs	Client was consummin over counter			

## Involved Parties

These are the 'players on teams'

Agency

Involvement in case

(Ex. Investigator, witness, etc)

Name

## Related Cases

Optional because this information can be obtained elsewhere in JW

The screenshot shows the JustWare Defender software interface. The top menu bar includes File, Reports, Search, Tools, Views, and Help. The main window displays case information for TK-09-000XX, including Case Type (TK - Lower Court Ticket), Status (OPEN - FTE), Status Date (9/27/2009 12:00:00 AM), Case ID (9-21950), Court (TK-09-000XX), and Agency Added By (Bozeman Public Defender's Office). The left sidebar shows a tree view of the software's features. The main area contains several tabs: Agencies, Physical Location, Attributes, Case Involved Parties, and Related Cases. The Agencies tab is active, showing a table of agencies involved in the case. The Case Involved Parties tab is also visible, showing a table of parties involved in the case.

Agency Type	Agency	Number	Lead	Active
Court	Bozeman Municipal Court	TK-09-000XX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Defense	Bozeman Public Defender	this is a test case	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prosecutor	Bozeman City Attorney's Office		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Law Enforcement	Bozeman Police Department		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Agency	Involvement	Name	Flag	Active	Active Date	Inactive Date	For	Arrest Date	Agency Number
Bozeman Police Department	Law Enforcement	Anderson, Officer Cody - PD0111	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/27/2009				Henry, H
	Client	Henry, Heidi A. - CM5642	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/27/2009				Henry, H
Bozeman City Attorney's Office	Prosecuting Attorney	Lambert, Marly - PA0317	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/27/2009				Henry, H

## Charges

All charges and modifications to charges are entered here.

Statute-Updated dropdown list in JW

Date of occurrence

Notes

## Charge History

When charges are modified (above), JW moves the original charge to this field. JW users define the type of change (ex. change of plea)

## Location

## Charge Attributes

## Charge Agencies

## Charge Involved Parties

## Intoxicants

## Exhibits

The screenshot shows the JustWare Defender software interface with the Charge History tab selected. The top menu bar includes File, Reports, Search, Tools, Views, and Help. The main window displays a table of charges and their history. The Charge History tab is active, showing a table of charges and their history. The table includes columns for Charge #, Statute, Occurred, Ended, Notes, Statute Severity, Statute Class, Created By, and Statute Category. The Charge History table below shows the history of changes to the charges.

Charge #	Statute	Occurred	Ended	Notes	Statute Severity	Statute Class	Created By	Statute Category
1	45-5-102(1)(b) ~ Deliberate homicide	09/21/2006		Homicide of Norman Leighton; charged under Felony	Felony	Over 18 years of	Connor, Christopher - CM6606	
2	45-5-102(1)(b) ~ Deliberate homicide	09/21/2006		Homicide of Patti Hubbert; charged under Felony	Felony	Over 18 years of	Connor, Christopher - CM6606	
3	45-5-102(1)(a) ~ Deliberate Homicide	09/19/2006		Homicide of Gerald Morris	Felony	Over 18 years of	Connor, Christopher - CM6606	
4	45-5-401 ~ Robbery	09/18/2006		Robbery of Norman Leighton's handgun	Felony		Connor, Christopher - CM6606	
5	45-6-301 ~ Theft	06/04/2005			Felony		Connor, Christopher - CM6606	

Previous Statute	Type	Involved Person	Previous Plea	Previous Dispo	Modified On	Previous Plea Date	Previous Dispo Date
45-5-102(1)(a) ~ Deliberate Homicide	Change of Plea	1 -- Covington, Richard Edward ~ 45-5-10			09/17/2008 03:05 f		
45-5-102(1)(a) ~ Deliberate Homicide	Statute	1 -- Covington, Richard Edward ~ 45-5-10			09/17/2008 04:06 f		
45-5-102(1)(a) ~ Deliberate Homicide	Change of Plea	2 -- Covington, Richard Edward ~ 45-5-10			09/17/2008 03:05 f		

## Notes-

(highly recommended, and attorneys are now using this)

## Calendar

Events-all calendared events relating to a case are to be entered into JW

Appointments

Court hearings

Etc.

Location

Start date

The screenshot shows the 'Calendar' tab in the JW Case Management System. The left sidebar contains a tree view with categories like Data Entry, Details, Document Ro..., Drug Court, Events, Filing Cabinet, Financials, Intake, Investigator, Judgment/Sen..., Juvenile Case, Master, Notes, Payment Sch..., Related Cases, and Research. The main window displays a table of events with columns: Type\*, Location, Start\*, Duration, End\*, Status, and Notes. The table contains three rows of events, all at Bozeman Municipal Court. Below the events table is a section for 'Event Involved People' with a table of involved persons, including 'Wardinsky, Sarah - CM5645'. The bottom status bar shows 'Notes Row Added' and 'Case Details'.

Type*	Location	Start*	Duration	End*	Status	Notes
Sentencing Hearing	Bozeman Municipal Court	12/09/2009 08:47 AM	1 min	12/09/2009 08:48 AM		
Trial - Jury	Bozeman Municipal Court	11/01/2009 08:30 AM	1 min	11/01/2009 08:31 AM		
Omnibus	Bozeman Municipal Court	10/01/2009 08:00 AM	1 min	10/01/2009 08:01 AM		

Involved Person*	Notes	Flag	Reminder Time Prior To Event	Email	Pop-up	Status	Involvement	Created By
Wardinsky, Sarah - CM5645								Henry, Heidi A. - CM564

## Correspondence

## Tasks

## Filing Cabinet

Used to both generate and file documents, and store electronic files of all types

The screenshot shows the 'Filing Cabinet' tab in the JW Case Management System. The left sidebar is the same as the previous screenshot. The main window displays a table of documents with columns: Document Type\*, Document Name\*, Document Status, File Size, Notes, and Parent Event. The table contains several rows of documents, including 'OPD - Blank Letter (case)', 'OPD - Client Letter Needs', 'OPD - Initial Client First Letter (FTE)', 'OPD - Discovery Request', 'OPD - Envelope (case)', 'OPD - Initial Client Letter', 'OPD - Notice of Appearance', and 'Other'. The bottom status bar shows 'Notes Row Added' and 'Case Details'.

Document Type*	Document Name*	Document Status	File Size	Notes	Parent Event
OPD - Blank Letter (case)	OPD - Blank Letter (case).rtf		134 Kb		
OPD - Client Letter Needs	OPD - Client Letter Needs (Q 10-Days).rtf		38 Kb		
OPD - Initial Client First Letter	OPD - Initial Client First Letter (FTE).rtf		43 Kb		
OPD - Discovery Request	OPD - Discovery Request Letter.rtf		37 Kb		
OPD - Envelope (case)	OPD - Envelope (case).rtf		19 Kb		
OPD - Initial Client Letter	OPD - Initial Client Letter Contract.rtf		37 Kb		
OPD - Notice of Appearance	OPD - Notice of Appearance.rtf		17 Kb		
Other	RE Works your your DC courts.msg		107 Kb		

## Case Status History

Autogenerated by JW

The screenshot shows the 'Case Status History' tab in the JW Case Management System. The left sidebar contains a tree view with categories like Case Intake, Case Intake Admin, Charges, Charging Attorney, Conflict Checking, Data Entry, and Details. The main window displays a table of case status history with columns: Case Status\*, Status Date\*, Notes, Created By, Created On, and Last Modified By. The table contains two rows of status changes, both from 'CLOSED - Commitment' to 'OPEN - FTE'. The bottom status bar shows 'Notes Row Added' and 'Case Details'.

Case Status*	Status Date*	Notes	Created By	Created On	Last Modified By
CLOSED - Commitment	09/20/2009 08:35 PM	Case Status Change	Henry, Heidi A. - CM5642	9/20/2009 8:34:46 PM	Henry, Heidi A. - CM5642
OPEN - FTE	09/20/2009 07:30 PM	Case Status Change	Henry, Heidi A. - CM5642	9/20/2009 7:30:18 PM	Henry, Heidi A. - CM5642

**Judgment Event** - Pulled in from the calendar

Name of client

Charge

Plea

Plea date

Disposition

Disposition date

Charges										
Charging Ator...										
Conflict Check...										
Data Entry										
Details										
Document Ro...										
Drug Court										
Events										
Ex...										

Judgment	Sentence	Credit/Suspend	Condition	Financials	Joint And Several	Adjusting Entry	Non-collectable Financials
1 of 1							
Judgment Event	Name*	#	Charge*	Plea	Plea Date	Dispo	
Sentencing Hearing -- 12/3/2009 8:47:00 AM	Henry, Heidi A. - CM5642	1	1 -- 61-13-103 ~ Failure to Use Seatbelt	Not Guilty	08/01/2009	Guilty: Plea Agree...	

**Sentencing**

General Sentencing Information captured, if applicable

Type

Location

Amount

Charges										
Charging Attor...										
Conflict Check...										
Data Entry										
Details										
Document Ro...										
Drug Court										

Judgment	Sentence	Credit/Suspend	Condition	Financials	Joint And Several	Adjusting Entry	Non-collectable Financials
1 of 1							
#	Judgment	Type*	Location	Amount From Description	Amount From	Amount To	
1	1 -- Henry, Heidi A. - CM5642 ~ 61-13-103	County Jail	Gallatin County Detention Center	6 months	0 min		

**Credits to Sentencing**

Judgment	Sentence	Credit/Suspend	Condition	Financials	Joint And Several	Adjusting Entry	Non-collectable Financials
1	of 1						
#	Sentence	Type*	Amount	Amount Description	Status	Notes	Sta
1	1 -- Henry, Heidi A. - CM5642 ~ County Jail	Credit to Fines	0 min	\$100.00			12/10/2009

**Conditions of Sentencing**

Judgment	Sentence	Credit/Suspend	Condition	Financials	Joint And Several	Adjusting Entry	Non-collectable Financials
1	of 4						
#	Judgment	Type*	Location	Amount From	Amount From Description	Status	Notes
1	1 -- Henry, Heidi A. - CM5642 ~ 61-13-103	Court Costs	Bozeman Municipal Court		20.00		
1	1 -- Henry, Heidi A. - CM5642 ~ 61-13-103	Fine	Bozeman Municipal Court		50.00		
1	1 -- Henry, Heidi A. - CM5642 ~ 61-13-103	SB263 Misd Fee	Bozeman Municipal Court		150.00		
1	1 -- Henry, Heidi A. - CM5642 ~ 61-13-103	Obey all Laws/Standard Condi	Bozeman Municipal Court				